

Status 12-0 through Closure Statuses

- A. Definition: The hard copy case record is the official case file for IVRS. IRSS is simply a receptacle of information that is used for reporting purposes to RSA. Cases Statuses 12-0 through Status 22-0 are considered active statuses and require a current IPE for service delivery. Cases in status 24-0 are considered interrupted and require an IPE reflecting case interruption. For specific information regarding the statuses refer to that section of the manual.
- B. IRSS Data Entry Requirements: The following provides direction on the data entry requirements in IRSS. Staff is required to manually move the case to the proper status and approve these in IRSS as these functions do not occur intuitively by IRSS. If staff desires to enter more information into IRSS that is certainly allowable but is not a requirement at this juncture given that IRSS is simply a data entry program and does not contain the intelligence necessary at this point.
- a. IPE 2
 - i. Employment Goal Category
 - ii. Employment Goal
 - iii. Weekly Hours Work Goal
 - iv. Expected Completion Date
 - v. Next Review Date
 - vi. Services Needed Section (enter fields for beginning/ending dates and services provided or arranged by)
 - vii. Ticket To Work Section
 - b. IPE 3
 - i. Revised Goal Category (if applicable)
 - ii. Revised Goal (if applicable)
 - iii. Revised Goal date (if applicable)
 - iv. Services Needed Section if new or changed (enter fields for beginning/ending dates and services provided or arranged by)
 - v. Plan continuing, changed, interrupted
 - 1. Status 20, 22, 24 must mark plan is continuing in IRSS
 - 2. Change 90 day Status 22 clock must mark plan is changing in IRSS
 - vi. Next Review Date
 - vii. Ticket to Work Section
 - c. IPE 3 Closure
 - i. Status 26:
 - 1. Reason for Closure
 - 2. Education Completed Category
 - 3. MAW
 - 4. PWI
 - 5. RSA Employment Status at Closure
 - 6. SOC Code
 - 7. DOT Code

8. Job Title
9. Employer Name
10. Employer Address
11. City, State, Zip
12. Hours per Week
13. Wage per time frame
14. Monthly Wage computed
15. Services Contributed
16. Employment is Consistent with Client's choice
17. Employment is at minimum wage
18. Setting is integrated
19. Supported Employment Closures
20. Extended Service Provider
21. Post Employment Services
22. SSDI, SSI, TANF, General Assistance, Veterans' Benefits, Worker's Comp, Other Public Support, Other, Total Public Support
23. Primary Source of Support
24. Health Insurance
25. Terms and Conditions
26. Comparable Services and Benefits
27. Supported Employment Extended Services Provider
28. Ticket Questions

ii. Status 28

1. Reason for Closure
2. Education Completed Category
3. MAW
4. PWI
5. RSA Employment Status at Closure
6. SSDI, SSI, TANF, General Assistance, Veterans' Benefits, Worker's Comp, Other Public Support, Other, Total Public Support
7. Primary Source of Support
8. Health Insurance
9. Terms and Conditions
10. Comparable Services and Benefits
11. Supported Employment Extended Services Provider
12. Ticket Questions